

EMPLOYMENT OPPORTUNITY

FISCAL POLICY ANALYST

Review of applications will begin July 30, 2004

Interviews will begin as soon as a pool of qualified candidates is identified.

Washington Higher Education Coordinating Board

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers all of the state's student financial aid programs. The Board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The Board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The Board also approves new degree programs offered by the public four-year institutions of higher education and administers other postsecondary programs that serve the public.

General position description

The fiscal policy analyst will be responsible for evaluating and recommending actions pertinent to the budget requests of publicly funded institutions of higher education, as well as assessing the fiscal impact of proposed legislation. This position will contribute to various fiscal policy studies, such as those relating to student enrollment, tuition, the total cost of higher education, faculty salaries and student financial assistance. As a member of the fiscal and policy division, the fiscal policy analyst will participate in other policy related work as assigned. This position reports to the senior associate director for budget and fiscal policy.

Duties of the position include responsibility to:

- Review and evaluate budget requests of public higher education institutions.
- Prepare recommendations for presentation to the Board, including options and alternatives on both fiscal and policy matters.
- Assist in developing public presentations and explanations of Board-approved budget and policy recommendations.
- Develop estimates of the fiscal impact of proposed legislation.
- Respond to inquiries on budget and fiscal issues.
- Participate in state- and board-mandated studies on fiscal and other higher education issues (e.g. tuition, salaries, enrollment, financial aid)
- Participate in policy development and agency program budget development.

Salary and Benefits

The annual salary for this position is \$65,000 to \$72,000. Benefits include comprehensive health and insurance provisions, retirement contributions, vacation and sick leave.

Requirements

Education Bachelor's degree in public administration, business or related field. Advanced degree in public relations or relate field, preferred.

Experience Three years of relevant professional experience

Familiarity with Washington State budget and legislative process.

Understanding of public higher education administration, organization and budgeting desired

Expertise with Excel spreadsheets, financial modeling, and statistical analysis.

Essential Skills and Abilities

- Ability to present complex ideas to a lay audience.
- Demonstrated ability to work effectively as a contributing member of a team.
- Ability to work and interact in a collaborative and productive manner with a variety of people, both internally and externally, including budget officers and staff, information professionals, academic staff, and policy analysts.
- Ability to prioritize tasks, estimate timeframes, meet deadlines, plan and use available resources, and coordinate work assignments with others.
- Ability to communicate clearly and concisely, both verbally and in writing.

How to Apply

Applications should include:

1. A cover letter addressing the above qualifications,
2. A detailed resume,
3. The affirmative action/ reference sheet including three references who can attest to the successful completion of comparable work; and;
4. Two relevant writing samples.

Review of applications will begin on July 30, 2004. Applications should be sent to:

Kerri McConnell
Administrative Assistant
Higher Education Coordinating Board
917 Lakeridge Way
Olympia, Washington 98504-3430

Applications may be submitted in electronically to: humanresources@hecb.wa.gov

The Higher Education Coordinating Board is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at 360-753-7802 as early as possible regarding any assistance you may require.

References /Affirmative Action Data

Please complete and return this form with your employment application package.

Name: _____

Position: Fiscal Policy Analyst

Check the item that best describes how you heard about this position.

____ Friend or neighbor ____ HECB Job line/ Web site ____ Newspaper or other publication*
____ Department of Personnel
____ Other State Agency* ____ Other ____ An organization electronic notice*

*Please specify web site, organization, newspaper, publication or "other" source here:

The Higher Education Coordinating Board is an equal opportunity employer. The Board's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Board requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially

Please check any/all of the following that apply:

____ Male	____ African American/Black	____ Vietnam Era Veteran
____ Female	____ Asian/Pacific Islander	(served 180 days or more between 2/28/61
____ Age 40 or older	____ Caucasian/White	and 5/7/75 and does not have a
____ Person with a disability	____ Hispanic/Latino	dishonorable discharge)
	____ Native	____ Special Disabled Veteran
	American/American	(30% or more disability)
	Indian/Alaska Native	

Name:
(Print) _____

Position: Fiscal Policy Analyst _____

References – Please print or type: Name, position title, current address and telephone number.

_____	_____
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"I hereby authorize The Higher Education Coordinating Board to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of applicant

Date